

PROGRESS REPORT

To: _____
From: _____

Report Period Ending: _____
Project Name: _____

The tasks I completed this reporting period are:

-

The tasks I plan to complete next reporting period are:

-

I lost time due to: (Specify hours and cause):

-

Issues:

Description	Date Identified	Target Date	Impact

Scheduled Vacation/Training:

Description	Start Date	End Date	# of Hours

Time Reporting by Task

Task ID	Description	Original Estimate	Hrs this Week	ETC	Hrs to Date
	Reporting Period Total				